



ELECTRONIC COURT RECORDER OPERATOR / Relief Courtroom Deputy

United States Bankruptcy Court Southern District of California

Salary: CL-25/26 \$51,764 - \$92,658 (depending on qualifications).
Promotional potential to the CL-26 level without further competition.

The position will be open until filled: Preference is given to those who
apply by Monday, November 06, 2023.

The United States Bankruptcy Court for the Southern District of California seeks applications from qualified candidates for the position of Electronic Court Recorder Operator (ECRO) / Relief Courtroom Deputy. ECRO/Relief Courtroom Deputy perform various functions and are responsible for making a recording and log notes of the court proceedings through the use and operation of electronic sound recording equipment. The ECRO/Relief Courtroom Deputy assists with managing the judge's hearing calendar and caseload, attending and logging court proceedings, and processing orders.

The ECRO/Relief Courtroom Deputy position is located in the clerk's office and backs up courtroom deputies, as needed.

Representative Duties:

- Creates the official recording of all court hearings.
- Creates electronic log notes of proceedings, including participants involved in court hearings.
- Arranges for and monitors the timely and accurate progress of transcripts received from the transcriber and delivered to the appropriate parties.
- Provides back up coverage for team members and other departments, as required.
- Attends court sessions as required.
- Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits.
- Takes notes of proceedings, rulings, notices and prepares minute entries electronically. Drafts orders and judgments for the judge's approval.
- Tests new procedures and processes to provide necessary feedback.

Minimum Qualifications:

To qualify for the position of ECRO/Relief Courtroom Deputy, an applicant must have:

- A high school diploma or equivalent;
- Two years general work experience, which include a significant amount of customer/public interaction; and
- One-year full-time experience in an office or administrative environment requiring the regular application of clerical procedures and involving the routine use of specialized terminology and software for word processing/data entry. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred Qualifications:

- Bachelor's Degree.
- Knowledge of legal terminology and processes.
- Experience working in a state or federal court.
- Prior courtroom experience and knowledge of courtroom procedures.

Employee Benefits:

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS). Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to the same benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first 3 years employment, 20 days after 3 years, 26 days after 15 years;
- 13 days paid sick leave per year;
- 12 paid holidays per year;
- Choice of medical, dental and vision coverage from a wide variety of plans;
- Federal Employees Life Insurance;
- Federal Employees Retirement System;
- Tax deferred retirement savings and investment plan under the Thrift Savings Plan;
- Flexible Spending Program; and
- Parking is provided. Commuter Benefit Program may be an option if funding is available;

Please visit <http://www.uscourts.gov/careers/benefits> for additional information on benefits.

Information for Applicants:

The selected candidate(s) will be:

- Subject to a background check as a condition of employment;
- Applicants must be U.S. citizens or eligible to work in the United States; and
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Limited Telework Available.

How to Apply:

Submit your cover letter and resume as one consolidated document by email to hr_casb@casb.uscourts.gov
*Preference given to those who apply by **Monday, November 06, 2023.***

The Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court for the Southern District of California is an equal opportunity employer.